

HEALTH CARE SECTION
OFFICE OF STATE FIRE MARSHAL
8181 INDEPENDENCE BLVD.
BATON ROUGE, LA. 70806
1 (800) 256-5452 – www.dps.state.la.us/sfm

If you would like to avoid construction or final inspection delays, please read the following:

Call two (2) to three (3) weeks in advance to schedule the inspection.

Please call the Scheduling Secretary to arrange scheduling.

When arranging scheduling, please leave an alternate means of contacting you, should you be away from your office during morning hours.

The following documents must be on site at time of final inspection:
#1 and # 3 are required to be on site at time of all construction visits:

- 1) Original stamped set of plans (reviewed by S.F.M.'s office)
Architectural, Fire Alarm, Sprinkler, Hood, etc.
- 2) Signed Certificate of Completion, completion documents for fire alarm, sprinkler system, hood suppression, etc. submittals.
- 3) All Project Architectural and Systems Review letter(s). Please have architect, fire alarm/sprinkler/hood suppression system company representative, owner or tenant of the facility on hand at time of inspection to insure a flow of information to the inspector.

Be sure to have someone at the site the day of inspection, if possible. Although we try to arrive at the scheduled time, it is difficult to pinpoint the time needed to complete each inspection on the day's itinerary and delays are common. Should it be necessary to contact you to arrive at the site, please convey this message at time of scheduling.

Call as soon as possible should you need to cancel a scheduled appointment. Be prepared to arrange an alternate inspection appointment.